

Date of revision

Name of Church

Safety Plan

Picture of church

Date

Version number

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FOREWORD

Recent events in the news, along with the growth of our church have prompted our church to develop a formal safety program. This program addresses the potential of a host of life-threatening events such as fire, weather, medical as well as active shooter or intruder threat.

The program has been developed with the assistance of experienced local first responders as well as members of the church with in-depth knowledge of church operations.

This plan has been updated based on experiences within the safety team and lessons learned.

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Record of Changes		
Version	Effective Date	Summary
1.0		Initial Draft Release

Approved by : Signature Block of Approval Official

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1.0 INTRODUCTION

The Safety Plan for **Name of Church** is a “living” document. It is expected that as volunteer and church staff gain experience that improvements will be made to plans, procedures and training. The recommended training discussed within this plan is subject to the advice and consent given by the church council. The ultimate decision rests with the Pastor, with guidance from the Archdiocese.

An abbreviated plan will be available to the church members, but this detailed plan is intended for the Staff, and those responsible for safety during the weekend Service.

The plan has 3 sections:

1. Results of preliminary security and safety investigation
2. Generalized steps for various emergency situations including recommended training and responsibilities
3. Detailed, Standard Operating Procedures (SOPs) to handle the various emergency situations.

It is understood that not every situation that can occur can be covered in this plan. But the general framework of the plan covers major safety concerns that can occur on the church property.

2.0 RESULTS OF SECURITY AND SAFETY INVESTIGATION – DATE OF INITIAL INVESTIGATION

The Safety Lead attended each Service over various weekends. Purpose was to observe the various Service Coordinators and Ushers working together, gather facts about the safety situation, and identify potential threats and what the church is able to do to deal with those threats.

Additional assessments have been accomplished with law enforcement and the safety lead and the results are contained in this plan.

2.1. Overall Recommendations Contained in This Plan

Based on these evaluations, recommendations were:

1. During Service, one set of doors in the front should be left available to open from the outside. All other emergency exits are available to be opened from the inside only (Push Bar type locking systems).
2. The Ushers and Service Coordinators are very busy with their current duties. Additional one or two individuals, with safety and security responsibilities, should be added for each Service. For the purposes of this plan, these individuals are simply members of the safety team, and their name tags just identify them as “Safety.” They will work with the Pastor, Service Coordinators and Ushers to provide additional safety during Service.
3. During the 0830 and 1030 Sunday services, the children’s group, being taught downstairs need to also be included within this plan and the SOPs. This necessitates a goal of having 3 safety members typically at these Services and a recommended minimum of 2 safety team members at the Saturday 4 PM and Sunday 6 PM Services. Note: During the 2020 pandemic, the children’s Service has been suspended. These considerations will be reviewed once decision is made in the future to start up the children’s Service again.

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4. Service Coordinators and Ushers should be invited to receive training as outlined in this plan. Additional training beyond this is required for Safety Team Members. This will be discussed in detail later in this document.
5. Once this plan was reviewed by the Church Council and approved by the Pastor, the plan was sent to the Archdiocese and requested they review.
6. A review by the Church Insurance agency should also occur to ensure proper coverage for the church and all volunteer members and staff. Note: It proved difficult to get a definitive response on the use of armed safety team members by the archdiocese. Additional training as outlined was put in place to mitigate risk.
7. Some additional equipment is needed to implement this plan. Where possible, the cost of this equipment is estimated within the plan. A budget has been approved and is in place to support.
8. The church safety plan includes any recommended budgetary allocations for personnel, equipment, and training.
9. The amount of money to be spent on church safety and security must be able to fit in with the overall church budget. The planning considers free training within the community to save money when at all possible

2.2. Additional Personnel Requirements and Responsibilities

For all the personnel in different capacities must have their duties and areas of responsibility spelled out in the church security/safety plan.

2.2.1. Safety Team Members

These individuals should be trained in dispute de-escalation, basic trauma first aid, evacuation procedures and firearms training (as appropriate). They must be trained in communications and coordination with the other volunteers in the church.

This position must be low key. Name badges simply say "Safety". If authorized to carry, any weapon should be completely concealed from the public. Their normal position during Service should be outside the Sanctuary. When permitted to be armed, they must follow the SOPs outlines in Attachment A.

2.2.2. Service Coordinators and Ushers

These individuals should be trained in dispute de-escalation, trauma first aid, and evacuation procedures. A checklist and procedures need to be in place for locking doors and they should be familiar with the communications plan. Their SOPs for safety and security are outlined in Attachment B.

2.2.3. Staff

These individuals should be trained in first aid, fire and smoke emergencies, and evacuation procedures. A checklist and procedures need to be in place for locking doors and they should be familiar with the

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communications plan. Even though they will not be present for every Service or large gathering, they need to be involved in the planning and coordination. The Business Manager, for example, should be trained in communications responsibilities during and after a crisis, the Administration Assistant should have key contact numbers readily available for members (staff and volunteers) of the church to assist in the aftermath of an emergency. Key contact information for the Archdiocese should also be readily available. The Building Coordinator needs to be involved in any updates required for safety and security. This includes lock upgrades, First Aid Kit, Fire Extinguisher placement, maintenance, and upgrades, etc. They should be familiar with and follow the safety and security procedures outlined in Attachment C.

2.2.4. Children Coordinators

These individuals should be trained in dispute de-escalation, trauma first aid, communications, and evacuation procedures. Additional procedures currently in place by the church and archdiocese for the protection of children need to be current and documented.

3.0 PLANNING FOR VARIOUS EMERGENCY SITUATIONS

3.1. Overall Planning

This entire plan is subject to updates based upon review by professionals such as local area first responders (fire district, EMS, law enforcement), volunteer staff with firsthand knowledge of church operations (Ushers, Service Coordinators, etc.), and advise and consent of Church council and approval by our Pastor.

3.2. Medical Emergencies

We are fortunate at **Name of Church** that there are typically a number of qualified medical personnel at any particular Service. There are also several guidebooks available from qualified sources. One such reference is from Good Samaritan in Dayton.

It can be found at: https://www.goodsamdayton.org/uploadedFiles/gsh/Services/Spiritual_Care/Planning-ForMedicalEmergenciesREV.pdf

For a cardiac event, an AED (Automated External Defibrillator) is a very important tool. It is a portable device used to shock the heart into a functional rhythm if needed. When the AED is applied to the chest and turned on, it will assess the patient's heart rhythm, determine if a shock is needed, and provide the shock when the rescuer pushes the defibrillator button. This shock is only advised for ventricular fibrillation and ventricular tachycardia. The AED has audible and visual prompts, which guide the rescuer's actions.¹

Instructions for the use of the AED and first aid guides are provided in the medical cabinets along with the kits and AEDs. **Name of Church** has two AED/First Aid cabinets. One by the front door and one downstairs by the emergency ext.

NOTE: Regular first aid/CPR training is available as part of the training program.

¹ PLANNING FOR MEDICAL EMERGENCIES, A RESOURCE GUIDE FOR CONGREGATIONS, Good Samaritan Hospital, Dayton Ohio.

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SOPs for Medical Emergencies can be found in Attachment D.

3.3. Fire and Smoke Emergencies

Discuss location of fire station, their review of the plan and response times.

Standard Operating Procedures for Fire and Smoke Emergencies can be found in Attachment E.

3.4. Building Evacuation Emergencies

With no other factors present, the main doors are the best for evacuation. The three emergency doors in the Sanctuary (one on each side in the back and the rear stairwell are alternates. These doors and stairwell can't handle the sheer volume of persons the main doors can during an evacuation.

For any evacuation, the ushers must assist in keeping the front of the church clear for first responders. Cases to where individuals fleeing an area during an emergency and getting struck by a responding fire truck have occurred in the past. Individuals must get away from the building and not create a hazard to responding personnel. Need to plan for accountability. That is, do we have everyone out?

Procedures for Building Evacuation Emergencies can be found in Attachment F.

3.5. Severe Weather Emergencies

Emergency procedures for churches in areas that experience severe weather, specifically tornadoes during spring and summer months, are crucial.

While not a severe emergency, during cold weather, all personnel must be alert to icy sidewalk and road conditions.

Procedures for Severe Weather Emergencies can be found in Attachment G.

3.6. Active Shooter/Intruder Emergencies

This is the most challenging emergency for planning. This assessment is broken down into two parts; An individual causing a disruption to the Service (but not a cause for serious injury) and an Active Shooter scenario (including any weapon) where serious injury or death could occur.

The first response to a disruption caused by an individual should be de-escalation. The Service Coordinators and Ushers have the best understanding on who the regular parishioners are for their Service. There will always be a certain amount of guests and visitors, and all should feel welcome. But if an issue arises, the attempt at de-escalation should be the first line of defense. Use of Force training (the continuum of responses) should be reviewed by volunteers to gain an understanding of the concept.

A hostile individual on the church premises, either causing or threatening to cause deadly harm within the facility, or who barricades him/herself inside the facility, poses a threat to the members, visitors and staff. Attachment A addresses required training and restrictions for safety team members, if armed. While it is extremely unfortunate that this topic exists, nevertheless, it cannot be ignored as a risk in today's environment.

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Section 2.2.1 covers Safety Team Members and discusses their duties and responsibilities. It must be stressed that any armed conflict is a last resort and can only be done under the applicable laws of Ohio. See <https://ohio.gov/wps/portal/gov/site/residents/resources/concealed-carry> for more information.

Procedures for Active Shooter/Intruder Emergencies can be found in Attachment H.

3.7. Communications Planning

Finally, this church safety plan includes information on how to communicate during crises, both within the church safety team and to the congregation.

The system of coordination and cooperation between all the layers. This will ensure that any threats are identified and dealt with as fast as possible and timely response for non-threat safety issues (weather, medical, etc.)

Communication and coordination with local law enforcement agencies, including providing them with the church safety plan details should be accomplished. This ensures that they can respond effectively to any distress calls.

Procedures for Communications During and After Emergencies can be found in Attachment I.

4.0 STANDARD OPERATING PROCEDURES (SOPS)

4.1. ATTACHMENT A – SAFETY TEAM DUTIES

4.1.1. Safety Team Qualification and Training

The following are the recommended items that each member should have completed before they can begin to carry out their duties.

4.1.2. Decision Making/Scenario Training

It is critical that the safety team member be able to make decisions within a short period of time to negate any situation that may arise. The best way to ensure this is by training. Periodically, the safety team coordinator will provide updates to the safety team either formally or informally as appropriate.

4.1.3. Awareness Training

In addition to the scenario training there will be training provided to explain and detail the types of things safety coordinator should be aware of in dealing with threats like an active shooter. Warnings signs and signals for these kinds of threats will be discussed and video examples will be provided to help assist in identifying these kinds of risks.

4.1.4. Use of Force Options

There may be a time when alternative forms of force may be necessary or available at the time. Continuum of Force training is available for those interested. These kinds of items from pepper jell and spray to Taser to

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common items that may be utilized as a weapon or defensive option such as a chair will be discussed and demonstrated to the safety team and provide some hands-on experience on these options.

Additionally, in partnership with a local martial arts academy, a physical de-escalation training seminar is also available. , This seminar focuses on techniques to de-escalate tension, what to look for if it is escalating and what to do (very basic self-defense) if the problem gets out of hand.

4.1.5. First Aid

Being able to administer basic first aid is important even though many times there are medical personnel in church during an incident. The safety team member should have an understanding of dealing with medical emergencies such as CPR in the case of something happening. The training is taught by a member of the safety team and is a certified course.

4.1.6. Firearms Training

All safety team members that are permitted to carry concealed weapons should pass a standardized course in firearms dealing with the most common situations they could possibly face. This would include static shooting and shooting on the move.

4.1.6.1. REQUIREMENTS FOR CARRYING FIREARMS

In accordance with **Name of church or organization** concealed carry policy, updated on... **discuss the policy and how it applies**

It is important that in the event a Safety Team Member is authorized to carry a concealed weapon, that it is done anonymously. Only the Pastor, select members of the staff and select members of the ushers and Service Coordinators for that Service will know. Authorization is only for that Pastor's term. A copy of the training records, CCW license and authorization letter will be kept on file.

All safety team members that are permitted to carry concealed weapons should pass a standardized course in firearms dealing with the most common situations they could possibly face. This would include static shooting and shooting on the move.

In order to carry a firearm, the safety team member must possess a current Ohio CCW license (concealed carry license) and have successfully gone through additional training outlined below. To ensure standardized training and response to an armed intruder, this training should be accomplished at a facility with qualified/certified instructor who is preferably current or former law enforcement. Current training is accomplished at **Name of facility**.

The additional training will focus on:

- Proficiency and competency in the use of a handgun.
- Handgun safety and proper use of holster
- Range drills designed to develop mastery of basic marksmanship principles.
- Specialized instruction in loading/ reloading, handling malfunctions, and drawing and re-holstering your weapon.
- The use of cover and/or concealment
- Shooting a course of fire from behind a barricade and from various shooting positions.

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- Shooting at
 - Multiple targets,
 - On the move

This training is waived and is optional for current law enforcement officers or retired police officers with a valid firearms requalification completed within the past year in accordance with the federal Law Enforcement Officers Safety Act (LEOSA) of 2004 and its amendments in 2010 and 2013.

Refresher training is required. When possible, this training should be accomplished on an annual basis.

4.1.7. NORMAL SAFETY RESPONSIBILITIES BEFORE SERVICE

- Ensure the scheduled safety coordinator is there and determine who will be the door greeter, checking for unusual activities
- Determine who has the responsibility for calling 911 in the event of an emergency and who will have the communications lead with hand-held radio and earpiece. The primary person responsible should be the safety team member. Following that, the Service coordinator or designated individual.
- Check out radio and perform a comm check.

4.1.8. NORMAL SAFETY RESPONSIBILITIES DURING SERVICE

- Watch for unusual activity and anyone being disruptive
- Coordinate any required safety actions with service coordinator or lead usher
- If anyone requires medical attention, or for any other emergency, follow the appropriate attachment to this plan.

4.1.9. NORMAL RESONSIBILITIES AFTER SERVICE

- After Service remain in the general area of the priest to provide security

4.1.10. RESPONSIBILITIES IF SOMEONE IS DISRUPTIVE

- Important to note that every situation is different because we are dealing with people and every person is unique.
- Each safety team member is different, and the response may be different because of that
- Height, weight and skill and ability play a role in what kind of force to use when necessary
- First, try to calm them down using de-escalation techniques
- Notify the Service Coordinator or Lead Usher of the issue
- If they continue to be disruptive, ask them to leave
- If they can't be persuaded to leave, try one last time. "Sir/Ma'am, is there anything I can say to you to persuade you to leave?" If the answer is no, have someone call 911 and allow law enforcement to handle the situation.
- If they do leave, watch them as they leave the building, get in their vehicle, and leave the grounds. Concern is they could be going to their vehicle to get a weapon.
- Write up the incident in the Usher's log and make sure the safety coordinator is made aware of the situation

4.1.11. RESPONSIBILITIES FOR ACTIVE SHOOTER OR OTHER THREAT

- Recognize the threat and alert the Service coordinator of the potential problem
- Call 9-1-1
- Isolate the threat if possible
- Attempt to de-escalate the situation
- If possible, lock the threat outside of the church
- If the situation is an active shooter move to a place of cover or concealment and take active measures to deal with the threat
- Utilize force only if necessary for self-defense purposes, and in accordance with applicable laws.

4.2. ATTACHMENT B – SERVICE COORDINATOR AND USHER SAFETY RELATED RESPONSIBILITIES

4.2.1. SERVICE COORDINATOR AND USHER SAFETY RELATED TRAINING REQUIREMENTS

To have standardized training, a series of videos are available to provide information on safety procedures and topics of interest. In person training is best. The videos are a backup method for accomplishing training and awareness.

4.2.1.1. AWARENESS TRAINING

In addition to the scenario training there will be training provided to explain and detail the types of things security coordinator should be aware of in dealing with threats like an active shooter. Warnings signs and signals for these kinds of threats will be discussed and video examples will be provided to help assist in identifying these kinds of risks.

4.2.1.2. DE-ESCALATION TRAINING

It is critical that the ushers/service coordinators be able to make decisions within a short period of time to negate any situation that may arise. The best way to ensure this is by training. Training is available via in person or video. This training includes simple events such as an uncooperative subject up to and including working with the safety team members during the use of deadly force.

4.2.1.3. FIRST AID and CPR/AED TRAINING

Being able to administer basic first aid is important even though many times there are medical personnel in church during an incident. The ushers/service coordinators should understand dealing with medical emergencies such as CPR in the case of something happening. The training is offered annually if possible as a certified course. Additionally, **Name of organization** Fire District has free CPR/AED training available.

4.2.2. NORMAL SAFETY RESPONSIBILITIES BEFORE SERVICE

- Ensure the scheduled safety coordinator is there and determine who will be the door greeter, checking for unusual activities
- Determine who has the responsibility for calling 911 in the event of an emergency and who will have the communications lead with hand-held radio and earpiece. The primary person responsible will be the safety team member. Following that, the Service coordinator or designated individual.

4.2.3. NORMAL SAFETY RESPONSIBILITIES DURING SERVICE

- Watch for unusual activity and anyone being disruptive
- Coordinate any required safety actions with safety team
- If anyone requires medical attention, or for any other emergency, follow the appropriate attachment to this plan.

4.2.4. NORMAL RESONSIBILITIES AFTER SERVICE

- Normal duties for cleanup, securing the offerings, and lock up apply

- After Service, either an Usher, Service Coordinator, or safety team member should remain in the general area of the priest to provide security

4.2.5. RESPONSIBILITIES IF SOMEONE IS DISRUPTIVE

- First, try to calm them down using de-escalation techniques
- Notify the safety team of the issue
- If they continue to be disruptive, ask them to leave
- If they can't be persuaded to leave, try one last time. "Sir, is there anything I can say to you to persuade you to leave?" If the answer is no, have someone call 911 and allow law enforcement to handle the situation.
- If they do leave, watch them as they leave the building, get in their vehicle, and leave the grounds. Concern is they could be going to their vehicle to get a weapon.
- Ensure the safety team lead is notified of the details.

4.2.6. RESPONSIBILITIES FOR ACTIVE SHOOTER OR OTHER THREAT

- Recognize the threat and alert the Service coordinator and safety team member of the potential problem
- Call 9-1-1
- Isolate the threat if possible
- Attempt to de-escalate the situation
- For a life-threatening situation, have safety team member take the lead in dealing with threat

4.3. ATTACHMENT C – STAFF SAFETY RESPONSIBILITIES

Interested staff are invited to attend safety training sessions that are applicable to them.

4.3.1. Normal Building Security Protocols

During office hours when no other church activities are underway, the building should remain locked. Persons needing access should ring the entrance bell and be admitted only once the staff determines it is safe for them to enter.

Obviously, during church activities (organizational meetings, daily Service, etc.) the main doors will remain unlocked as required.

4.4. ATTACHMENT D – MEDICAL EMERGENCIES PROCEDURES

For a medical emergency, it is critical to get qualified EMS there as quickly as possible.

- At least 2 individuals should be assigned to contact 911. The primary should be the safety team member, followed by the Service coordinator or designated usher for that Service.
- Give the relevant information to the person who answers – location, number of people involved/injured, and the extent of the injuries
- If possible, stay on the line until help arrives. This is especially true for police calls.
- Attend to minor injuries using available first aid kit
- Do not move the injured/ill person until help arrives, unless it is absolutely necessary

***** When the emergency response teams arrive, let them take control. *****

The following sections are from PLANNING FOR MEDICAL EMERGENCIES, A RESOURCE GUIDE FOR CONGREGATIONS, Good Samaritan Hospital, Dayton Ohio. They have cited other sources as well. Those are left within the text.

4.4.1. BASIC FIRST AID GUIDELINES EMERGENCY ACTION STEPS²

For first aid and CPR/AED training, the safety instructor will provide emergency action steps and guidelines during the training.

² PLANNING FOR MEDICAL EMERGENCIES, A RESOURCE GUIDE FOR CONGREGATIONS, Good Samaritan Hospital, Dayton Ohio.

4.5. ATTACHMENT E – FIRE AND SMOKE EMERGENCIES PROCEDURES

If someone detects fire or smoke on the premises:

1. Activate the manual fire alarm
2. Initiate evacuation
3. Call 911
4. Attempt to put out the fire (consider if this is the best course of action first)
5. If unable to put the fire out, isolate it
6. If you hear the fire alarm go off:
 - a. Do not use the elevator
 - b. Initiate evacuation
 - c. Be sure to assist people who cannot move quickly, like physically challenged/injured/ill persons
7. Account for all personnel.

4.6. ATTACHMENT F – BUILDING EVACUATION EMERGENCIES PROCEDURES

1. All ushers/church staff and volunteers should be well versed on the building plans and the emergency evacuation routes and procedures for the premises. They should also be in charge of a designated assembly area outside the building.
2. When a building evacuation is ordered, do the following:
 - a. Remain calm
 - b. Follow the instructions of those in charge, (designated safety team members, ushers and Service Coordinators, etc.)
 - c. Close the door after you leave a room
 - d. Use the stairs, not the elevator
 - e. Do not go back to get personal effects, etc.
 - f. Do not go back to the area until the all-clear signal is given

4.7. ATTACHMENT G – SEVERE WEATHER EMERGENCIES PROCEDURES

1. Tornado Warning Emergency Procedure
 - a. Tornado warnings are usually issued in advance by the National Weather Service after an approaching tornado has been detected on radar or seen by weather watchers or members of the public.
2. In times of possible severe weather, the Safety Team and Service Coordinator should work together to watch the weather (Smart Phone use outside the Sanctuary, for example).
3. While it is important to not disturb Service when at all possible, the Celebrant must be made aware of any potential threatening weather.
4. Once a tornado develops or the warning sirens go off, the ushers should initiate procedures to notify, safeguard and secure all worshipers.
5. Once the warning is announced:
 - a. Stay clam
 - b. Take shelter in designated tornado shelter areas (lower-level hallway, interior classrooms, away from large windows in the back)
 - c. Do not use the elevator if at all possible
 - d. Assist all physically challenged individuals as required
 - e. Remain in the shelter until you get word from the leaders that it is safe to come out
 - f. Use front and back stairwells as necessary

4.8. ATTACHMENT H – ACTIVE SHOOTER/INTRUDER EMERGENCIES PROCEDURES

4.8.1. RESPONSIBILITIES IF SOMEONE IS DISRUPTIVE

4.8.1.1. For a disruptive individual within the Sanctuary,

- a. The Ushers or Service Coordinator should use de-escalation techniques and ask them (quietly) to leave.
- b. The Safety Team member should be involved if the situation escalates.
- c. Do not initiate physical contact if possible. Stay calm.
- d. If that person does not leave, an Usher should be designated to call 911 and have law enforcement respond.
- e. If that person does leave the building, they should not be allowed to re-enter. Law enforcement should be advised of the incident.
- f. **IMPORTANT NOTE:** All should be aware of the possibility they could go to their car and gain access to a weapon and return. Be vigilant!

4.8.2. RESPONSIBILITIES DURING ACTIVE SHOOTER OR OTHER LIFE THREATENING

If an intruder accesses the church premises:

- Lock outside doors if possible
- Call 911 –stay on the line if possible
- Do not stay in open areas
- Do not sound the fire alarm – the intruder may panic, or that may be their intention, to draw individuals out and induce panic
- Keep away from the windows
- Stay calm and quiet
- Safety team responsive and actions are outlined in their training.
- Communication between the Safety team and Ushers/Service Coordinators is paramount.
- When the law enforcement officers arrive, be sure to follow their instructions.

In case of a Service Shooting event, the 911 system and cell lines become overwhelmed.

4.9. ATTACHMENT I – COMMUNICATIONS STANDARD OPERATING PROCEDURES

First will be proper communication with those responsible to carry out the plan, plus a subset of the information suitable to give to the congregation.

How and when the communication to the worshipers should be accomplished is TBD at this time.

Emergency situations attract media attention. For that reason, media crisis communications are an important part of emergency response procedures.³

4.9.1. EMERGENCY ACTIONS

Instruct Staff (including volunteers) to direct all media inquiries they receive to the designated church Representative, that is assigned by the Pastor.

This will help ensure that all media interview the designated spokesperson, and that all media receive accurate, identical information.

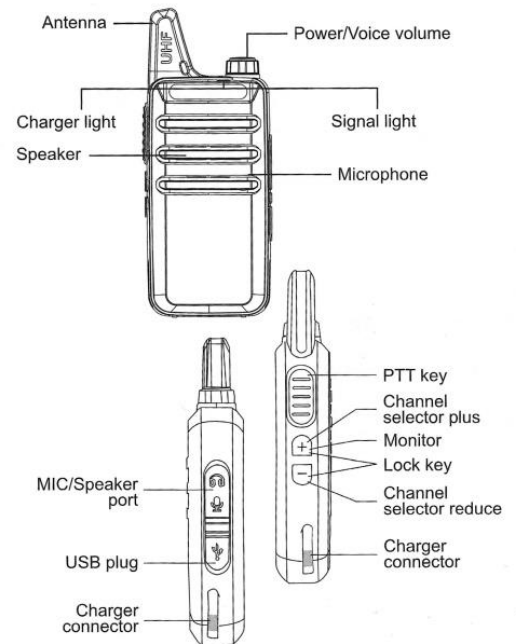
4.9.2. RADIO PROCEDURES

Radio operations are listed in the incident log AND ARE REPEATED HERE.

- Charged radios will be stored, in the charger, in the sacristy
- Belt clips and earpieces are in Usher's closet, left hand side
- Radios are intended for Safety Team, Service Coordinators, Child Coordinators for 8:30 and 10:30 Service and lead ushers
 - Not all Ushers will need a radio
 - Determine who is designated to call 911 in an Emergency
- Before Service
 - Get radio
 - Turn on and adjust volume
 - Ensure radio is set to channel 9
 - Connect earpiece, ensure fully seated

RETEVIS

◆◆ Function Operations



01

Date of revision

- Do a Comms check
 - Press PPT button to talk (or if connected to earpiece, press talk switch)
 - Release to listen
 - Adjust volume
- During Service
 - Use radio only as necessary. Even with an earpiece, inside the sanctuary, this can be a distraction
 - If calling a specific person, state their name, then yours so they know who is talking. Example, “Bill, this is Joe, are the lower-level doors locked?”
- After Service
 - Turn off radio and place in charger, should see a red light when charging
 - Put belt clip in box in usher’s closet
 - Earpiece should be placed in bag and clipped to name tag
 - Not intended to “share” earpieces – extra inserts are in the bag
 - You may take your individual earpiece home so you can attach discretely to your clothing before coming to church. Just don’t forget it, we have a limited number of earpieces available
- Contact Safety Team Lead if any questions on operation

4.10. ATTACHMENT J – LOCK DOWN PROCEDURES

4.10.1. *General Guidance*

These are general guidelines. Each situation is different, and adjustments made.

- Once Service or church event starts, limit the number of unlocked doors available. The key is an Allen wrench, located in the fire extinguisher cabinet.
- Remember the doors have push bars and even when locked can be opened from the inside
- If available have a person at the unlocked door so if a problem arises, the door can be quickly secured